



Natural Resources Conservation Service  
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## ACEQUIA PRE-CONSTRUCTION MEETING GUIDELINES RESPONSIBILITIES AND AUTHORITIES of ACEQUIA REPRESENTATIVE, CONTRACTOR, and NRCS REPRESENTATIVE

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### ACEQUIA GROUP AND REPRESENTATIVE:

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1. **Responsible for Quality Assurance.**
2. Acequia meets Quality Assurance Responsibilities by understanding the project and documents (i.e. drawings, construction specifications & items of work, NRCS standards and specifications, etc.).
3. **Representative has the only authority over the Contractor.** Representative has the authority to stop construction work if needed.
4. Appoint a field representative to communicate with Contractor, NRCS personnel, and private landowners, and other organizations during construction. Includes all dealings prior, during and after construction, with the contractor, funding and permit agencies, and ditch members.
5. Representative monitors construction as well as request NRCS assistance if problems arises (i.e. changes in drawings, contractor not meeting NRCS standards and specifications, etc.).
6. Assure contractor notifies utility companies of all construction starting times, and insures that utility company locates sites. Location of utilities is responsibility of contractor and Acequia.
7. Manage all issues that are not part of the project design, but are affected by the project, such as fences, trees, county roads, bridges, private utilities, sheds, corrals, homes, etc.
8. Assure that project is constructed to NRCS specifications as designed.
9. Responsible for notifying NRCS **before and after** completion of each phase of construction (such as rebar placement, concrete placement, etc.) so that proper inspections can be made.
10. Request all design changes, in writing, to NRCS for approval.
11. Responsible for all aspects of on farm operations during construction.

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### CONTRACTOR:

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1. **Responsible for Quality Control.**
2. Contractor meets Quality Control responsibilities by directing day to day activities onsite, providing materials and certifications, performing required tests, and identifying needed changes.
3. Adhere to whatever agreements were made with the Acequia association.
4. All change orders must be requested through Acequia Representative.
5. All matters regarding project contract and payment are between Acequia and Contractor.
6. Complete job in accordance with NRCS standards and specifications.
7. Keep a safe work site.
8. Have material inspected prior to installation.
9. Provide Acequia Representative and NRCS with written certifications of materials installed.
10. Responsible for notifying Acequia Representative **before and after** completion of each phase of construction (i.e. rebar placement, concrete placement, etc.) so that proper inspections can be made.
11. Notify Acequia Representative of any problems encountered, **before and after** completion of each phase of construction (i.e. pipe installation, gabion basket installation, rebar placement, concrete placement, etc.).
12. Site cleanup.



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**CONTRACTOR, and NRCS REPRESENTATIVE**

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**NRCS REPRESENTATIVE:**

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1. **Responsible for Quality Assurance.**
2. NRCS Representative meets Quality Assurance by providing technical assistance to the Acequia group such as explaining and interpreting drawings, standards & specifications, as well as other aspects of construction.
3. Responsible for approving change orders.
4. Inform Acequia Representative of deviations from the specifications observed, unsafe working habits and/or conditions of construction site.
5. During inspection, identify problems and/or needed changes to Acequia Representative.
6. Provide periodic site inspections and material testing as needed or requested by Acequia Representative. **Only if NRCS personnel is available.**
7. Provide a minimum of survey assistance during construction, since Contractor is responsible to build to specifications. **Only if NRCS personnel is available.**
8. Organize a final joint inspection (Acequia group, Contractor, and NRCS).
9. Will require Acequia group to meet all designs and specifications before project is certified.
10. Conduct final construction check and as-built of completed project.
11. Provide funding agencies, as needed, with a report of the job completion and certification.